

ACTS

Notes for mentors

The professional development of a chemical engineer can greatly benefit from the provision of support and guidance from a trusted professional colleague. This is recognised by many organisations that encourage the use of mentoring by employees. Mentoring provides a valued source of help and counsel regarding career development that is independent of line management and formal appraisal systems.

IChemE recognises the value of mentoring and mentors are a key and essential component of Accredited Company Training Schemes.

Requirements

A mentor should be an experienced Chartered Chemical Engineer (MIChemE or FIChemE). If this is not possible an experienced chemical engineer can be used but IChemE should be informed.

Registration

As a new mentor you will either need to complete a Mentor registration form for submission to IChemE, or, if you are a Chartered Member or Fellow of IChemE and your membership number is included in the ACTS Company Trainee registration form, this can be used to register you as a mentor on your scheme. If this is the case, it is recommended that you login to 'MyIChemE' to ensure your contact details are up to date.

For those of you who are not Chartered with IChemE, additional information will be required such as details of relevant training and experience, qualifications and professional body membership.

Role

A mentor's role is to counsel the trainee on technical, professional and personal matters in relation to the acquisition of sufficient training and experience to become a Chartered Member of IChemE.

You will need to fully understand the company training scheme, how the trainee can build and collect evidence of skilled competence and commitment to the profession through planned professional development, and the IChemE requirements and procedures for Chartered membership application.

Note the following:

- ownership and responsibility for learning remains with the trainee
- clear, short term training goals should be agreed for the mentoring period
- the line managers role should be supported, not undermined
- preparation is required for meetings with the trainee

It is important that a good rapport is built up between yourself and the trainee. An initial meeting should be held to get to know each other, exploring how to work together and to discuss how the relationship will be managed. In the rare case that a suitable rapport cannot be developed an alternative mentor should be found by the scheme manager.

Monitoring progress

As well as supporting the trainee, as a mentor you have a role in monitoring their progress.

You will need to sustain a range of meetings with the trainee to:

- review the depth, breadth and relevance of professional development
- provide objective feedback
- evaluate progression of competency
- advise on development plans
- assess level of achievement across the range of training topics to date
- agree how the target competency level across the breadth of training topics in the ACTS will be achieved

Although your company may have their own processes for reviewing competency development, a suggested method is for the trainee to record evidence of their work in the form of the IChemE Competence and Commitment (C&C) report and for the mentor to rate competency development on a 4 point scale.

Stage 1

This area has only been touched on by the trainee.

Stage 2

There has been some training undertaken or experience gained in this area, but more is required.

Stage 3

Evidence of competence demonstrates good coverage, but the candidate needs either a little more experience or training, or the opportunity to operate at the required level. (The required experience, training or opportunities should be described on the form.)

Stage 4

Evidence of competence demonstrates adequate coverage and meets the standard required for a Chartered Chemical Engineer.

To obtain Chartered status through IChemE the trainee will have to satisfy the following criteria

- fulfil IChemE's academic educational requirement
- have sufficient relevant training and experience (typically at least 4 years)
- work, or have worked in a responsible position in chemical engineering
- nominate suitable referees to support their application

Once the trainee is in a position to apply for Chartered membership, as mentor you will probably be nominated to verify their competence and commitment report.

Guidelines on becoming a Chartered Chemical Engineer can be found [here](#). A C&C template, guidance and report examples can be accessed from the [C&C report and guidance](#) page of our website.

Support

Your company may run a mentor training course or even host a mentor forum.

IChemE have a range of resources and offer mentoring introduction sessions to ACTS companies.

IChemE also run the following courses: “Mentoring for Chemical Engineers” and “Mentoring for Chemical Engineers Online Training Series”. Please see the link to [Courses](#) for further details and the current cost.

For more information contact the ACTS administrator: acts@icheme.org